

## Application for Employment

## Springdale Police Department

201 N. Spring Street  
Springdale, AR 72764

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for :		Date of application	
Name LAST FIRST MIDDLE		Social Security # - -	
Address STREET CITY STATE ZIP CODE			
Telephone # ( )		Mobile/Beeper/Other Phone # ( ) E-mail Address	
If you are under 18, and it is required, can you furnish a work permit?.....		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please explain			
Have you ever been employed here before? If yes, give dates and positions		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you legally eligible for employment in this country?.....		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Day available for work..... / /		What is your desired salary range?..... \$	
Type of Employment desired		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part -Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Educational Co-Op	
Are you able to meet the attendance requirements of the positions?.....		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?.....		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide date(s) and details			

Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

### EMPLOYMENT HISTORY

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

FROM	TO	EMPLOYER	TELEPHONE # ( )
STARTING JOB TITLE / FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
REASON FOR LEAVING		HOURLY RATE / SALARY START \$ PER FINAL PER	
FROM	TO	EMPLOYER	TELEPHONE # ( )
STARTING JOB TITLE / FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
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MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
REASON FOR LEAVING		HOURLY RATE / SALARY START \$ PER FINAL PER	

**Skills and Qualifications**

Summarize any training, skills, licensing and / or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

**Educational Background (if job related)**

NAME AND LOCATION	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
HIGH SCHOOL				
COLLEGE		MAJOR	DEGREE	
OTHER				

**References**

NAME	TELEPHONE	NUMBERS OF YEARS KNOWN

**Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights that claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing expressed language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United State and that federal immigration laws require me to complete an I-9 Form in this regard.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

# CITY of SPRINGDALE

## POLICE DEPARTMENT

201 SPRING STREET  
SPRINGDALE, ARKANSAS 72764  
(479) 756-8200

Office of the Chief of Police

### PRE-QUALIFICATION REQUIREMENTS FOR EMPLOYMENT AS A CERTIFIED/ SWORN POLICE OFFICER

1. Be a United States citizen;
2. Possess a high school diploma or GED certificate;
3. Be no less than 21 years of age;
4. No felony convictions;
5. Must be of good moral character;
6. Possess a valid driver's license;
7. Must be able to read and write the English language;
8. Submit to and pass a physical agility examination;
9. Submit to and pass a written examination;
10. Submit to and pass a pre-employment interview with investigator;
11. Submit to and pass an interview with SPD administrator;
12. Submit to and pass a polygraph test;
13. Submit to and pass a medical examination (after job is offered);
14. Submit to and pass a psychological exam (after job is offered);
15. Submit to and pass a drug screen for illegal substance (after job is offered).

#### NOTE:

**Copies of the following documents listed below must accompany your completed application. Copies will not be made by City personnel**

- Birth Certificate/Proof of Citizenship
- High School Diploma or GED certificate
- Current valid driver's license
- Social Security Card
- Military Discharge or DD-214 or proof that it has been requested

Applications will not be accepted without copies of the above documents. All copies and attachments must be on an 8 1/2" by 11" sheet of paper.

#### Physical Agility Test Standards:

Vertical Jump (inches)	16
One Minute Push Ups (#)	25
One Minute Sit Ups (#)	29
300 Meter Run (seconds)	71.0
1.5 Mile Run (min/sec)	16:28



**CITY OF SPRINGDALE**  
Position Description

**POSITION TITLE: Patrol Officer**

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Exempt (Y/N): No

DEPARTMENT: Police

DATE PREPARED: August, 2006

SUPERVISOR: Sergeant

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**SUMMARY**

The Patrol Officer is responsible for protection of life and property, prevention of crimes, apprehension of criminals and the general enforcement of laws and ordinances. Duties normally consist of routine patrol, preliminary investigation and traffic regulation. To provide a safe environment for citizens and visitors and to answer calls for service ranging from friendly assists to highly stressful and dangerous incidents.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Performs preventive patrol in assigned areas, both in vehicle and on foot. Enforces state and federal laws and City ordinances. Operate motor vehicle while on patrol in a safe manner for extended periods of time in all environmental conditions and on occasion operate the vehicle at high speeds and in congested traffic situations.
2. Continually observes for and responds to criminal activity, safety hazards, traffic violations, persons needing assistance, etc. Conducts interviews and interrogations of victims, witnesses, suspects and offenders. Identifies, collects, processes, packages and logs physical evidence.
3. Makes arrests on criminal and traffic related offenses including DWI detection and apprehension. Use of radar equipment and proper operation. Defends self and others by engaging in actual physical combat if necessary and to subdue resistive arrestees. Conducts searches of persons, places, vehicles and things.
4. Becomes familiar with patrol districts, geographical locations, known offenders, neighborhood routines, potential problem areas. Conducts security inspections and surveys buildings and businesses; handles complaints made by the public; conducts preliminary and follow-up investigations.

5. Seeks and serves arrest warrants, search warrants and other court documents. Assist various prosecutors and attorneys in preparation of cases for trial; assists judges during court sessions; testify clearly and truthfully in front of a judge and jury in court.
6. Direct and control vehicular and pedestrian traffic by use of hand signals and the blowing of a whistle. Traffic control for blocked traffic, parades, accidents, special events; provide crowd control, security and information during special events.
7. Clean and fire a variety of police weapons, including pistols, rifles and shotguns both in the field and to meet department standards of proficiency.
8. Type on mobile computer terminal in police vehicle as a means of gathering and exchanging information. Complete traffic/criminal citations issued to violators of city and state laws. Investigate traffic accidents and report on the electronic system.
9. View heinous crime scenes and identify/preserve physical evidence of a crime.
10. Write narrative reports in long-hand or dictate reports to be transcribed as required in the performance of duty.
11. Respond to and deal with domestic disputes and resolve issues in a way that minimizes harm to the disputing parties. Deal with children of all ages in a variety of situations, such as delinquents, minors requiring authoritative intervention, neglected, abused, runaways, lost, found, victims of crimes, public relations and instructional functions and informants.
12. Provide interpersonal and business contacts and stand-by assistance in civil disputes.
13. Directs civilian employees and the public at the scenes of crimes, accidents, disasters, assemblies, etc.
14. Determines "probable cause" in making arrest of individuals; complete paperwork for those arrests, felony and misdemeanor cases including felony jackets.
15. Determines when and under what circumstances to use less-lethal or deadly force.
16. Search, arrest, and transport suspects.
17. Administer first aid when needed and coordinate emergency personnel and resources in crisis situations
18. Act as public relations officer for the city and foster good relationships with businesses, schools, etc.
19. Perform desk duties, including telecommunications (telephone, computer terminal, radio), assisting persons at the station, processing reports.

20. Attends training as assigned; develops and maintains required skills and licenses/permits/certifications associated with the area of special investigation, expertise, etc.
21. Police officer is involved with regular and irregular shift work and shift rotations necessary to provide police services 24 hours a day, 7 days a week, 52 weeks a year (weekends and holidays included).
22. Perform other related duties as required or assigned.

<b>Budget Responsibility:</b>	<b>\$ N/A Annual dollars</b>
<b>Facilities and Equipment Responsibility:</b>	<b>\$ 30,000 Total value</b>

### **EDUCATION AND EXPERIENCE**

High school diploma or GED.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Arkansas Driver's License.

### **INTERNAL COMMUNICATIONS**

Regular contacts within the department and with other departments as needed.

### **EXTERNAL COMMUNICATIONS**

Regular contacts with businesses, citizens, outside representatives, community groups as needed.

### **USE OF EQUIPMENT AND/OR COMPUTERS**

Must be proficient in the use of a personal computer, firearms, radio and other specialized law enforcement equipment.

## **OTHER SKILLS AND ABILITIES**

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff. Must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation, polygraph examination and credit history report and in additions, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The incumbent must be able to perform the following; physical and mental stamina to fire weapons, react and move rapidly from sedentary to active condition in response to environmental situations, assume a variety of bodily positions and postures necessary to employ “cover and concealment” during a deadly force encounter, respond to a physical attack and possess the ability to escape attacker, subdue attacker and/or summon aid. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; works with explosives; risk of radiation; and risk of vibration.

The noise level in the work environment is usually loud.

The work of a commissioned police officer involves an element of personal danger. Police officer must be able to exercise sound, independent judgment under stress. Assignments may include work on special tasks which call upon specialized abilities and knowledge possessed by the officer. Work assignments can be general or specific and special instructions are received from a supervisor who reviews work methods and results through reports, personal inspection and discussion.